



**CRJU 1010 Introduction to Criminal Justice
COURSE SYLLABUS
Fall Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Campus/Class Location: Gillis Bldg., Room 830
Class Meets: 9:30-10:45 a.m., Monday & Wednesday
CRN: 20122

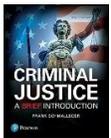
INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karann Raines
Email Address: [Karann Raines \(kraines@southeasterntech.edu\)](mailto:kraines@southeasterntech.edu)
Campus/Office Location: Room #828, Gillis Medical Building
Office Hours: 2:00-4:00 p.m. Monday-Thursday
Phone: 912-538-3219
Fax Number: 912-538-3106
Tutoring Hours (if applicable): Not Applicable

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT



Criminal Justice: A Brief Introduction, 12th Edition, Schmalleger, ISBN# 9780134548623

REQUIRED SUPPLIES & SOFTWARE

N/A

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces the development and organization of the criminal justice system in the United States.

MAJOR COURSE COMPETENCIES

American Criminal Justice System, Organization of Adjudication, Constitutional Limitations, Organization of Corrections, Organization of Enforcement, Career Opportunities and Requirements

PREREQUISITE(S)

Provisional Admission

COURSE OUTLINE

- (1) American Criminal Justice System
- (2) Constitutional Limitations
- (3) Organization of Enforcement
- (4) Organization of Adjudication
- (5) Organization of Corrections
- (6) Career Opportunities and Requirements

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

- **Class attendance is a very important aspect of a student's success in this course.** Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected.
- **Students are expected to complete all work required by the instructor. Exceptions to the due dates of assignments due to** jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for finding out what has been missed or what is required of them during their absence.
- **Midterm and final tests must be completed on the assigned date.** Failure to do so will result in a grade of zero, unless prior arrangements have been made with the instructor.
- **Homework assignments are due on the assigned date.** Ten points will be deducted for each day late. Homework assignments will not be accepted after 1 class day late and a grade of zero will be given.
- **Chapter quizzes must be completed on the assigned date or taken on the date of the student's return.** Failure to do so will result in a grade of zero, unless prior arrangements have been made with the instructor.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

CRJU 1010 is selected as the course in the Criminal Justice Technology program that provides instruction and

testing on the ten traits listed above. An assessment will be given that consists of ten work ethic topic scenarios related to an ethical dilemma, situation, or issue one might face as an officer at the work place. You must make a score of 70 or above in order to successfully pass the work ethics assessment and receive a work ethics seal on your diploma, degree, or certificate.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

There is no make up for missed midterm and final tests. Students are allowed to make up missed quizzes and homework assignments on the day of their return. Failure to do so will result in a grade of zero. (See the Student Requirements section above for more information.)

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Midterm Test	25%
Final Test	25%
Homework Assignments	25%
Chapter Quizzes	20%
Work Ethics Assessment	5%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

CRJU 1010 Introduction to Criminal Justice

Fall Semester 2018 Lesson Plan

Date	Lesson/ Chapter	Content	Assignments & Tests Due Dates	Competency Area
Monday August 13	1	<ul style="list-style-type: none"> Review course syllabus/ lesson plan, rules, regulations, completion of forms; review book CRJ Career Opportunities and Requirements 		6
Wednesday August 15	2	<ul style="list-style-type: none"> CRJ Career Opportunities and Requirements 		6
Monday August 20	3 Chapter 1	<ul style="list-style-type: none"> <i>Work ethics-(1)Attendance</i> Chapter 1 – What is Criminal Justice? 		1, 3
Wednesday August 22	4 Chapter 1	<ul style="list-style-type: none"> Chapter 1 – What is Criminal Justice? 		1, 3
Monday August 27	5 Chapter 2	<ul style="list-style-type: none"> Chapter 1 Quiz <i>Work ethics-(2) Character</i> Chapter 2 – The Crime Picture 	<ul style="list-style-type: none"> Chapter 1 Quiz 	1 a, c
Wednesday August 29	6 Chapter 2	<ul style="list-style-type: none"> Chapter 2 – The Crime Picture 		1
Monday September 3		HOLIDAY – NO CLASS (school closed)		
Wednesday September 5	7 Chapter 2	<ul style="list-style-type: none"> <i>Work ethics-(3)Teamwork</i> Chapter 2 – The Crime Picture 		1
Monday September 10	8 Chapter 3	<ul style="list-style-type: none"> Chapter 2 Quiz <i>Work ethics-(4)Appearance</i> Chapter 3 – Criminal Law 	<ul style="list-style-type: none"> Chapter 2 Quiz Turn in Chapters 1 & 2 Homework 	1, 2 a, c
Wednesday September 12	9 Chapter 3	<ul style="list-style-type: none"> Chapter 3 – Criminal Law 		1, 2
Monday September 17	10 Chapter 3	<ul style="list-style-type: none"> <i>Work ethics-(5)Attitude</i> Chapter 3 – Criminal Law 		1, 2
Wednesday September 19	11 Chapter 4	<ul style="list-style-type: none"> Chapter 3 Quiz Chapter 4 – Policing: Purpose and Organization 	<ul style="list-style-type: none"> Chapter 3 Quiz 	3 a, c
Monday September 24	12 Chapter 4	<ul style="list-style-type: none"> <i>Work ethics-(6)Productivity</i> Chapter 4 – Policing: Purpose and Organization 		3
Wednesday September 26	13 Chapter 4	<ul style="list-style-type: none"> Chapter 4 Quiz Chapter 4 – Policing: Purpose and Organization 	<ul style="list-style-type: none"> Chapter 4 Quiz Turn in Chapters 3 & 4 Homework 	3 a, c
Monday October 1	14	<ul style="list-style-type: none"> Review for midterm test 		1, 2, 3
Wednesday October 3	15	<ul style="list-style-type: none"> MIDTERM – TEST (Chapter 1, 2, 3, 4) 	<ul style="list-style-type: none"> MIDTERM – TEST 	1, 2, 3 a, c
Monday October 8	16 Chapter 7	<ul style="list-style-type: none"> <i>Work ethics-(7)Organizational Skills</i> Chapter 7 – The Courts 		2, 4
Wednesday October 10	17 Chapter 7	<ul style="list-style-type: none"> Chapter 7 – The Courts 		2, 4
Monday October 15	18 Chapter 7	<ul style="list-style-type: none"> <i>Work ethics-(8)Communication</i> Chapter 7 – The Courts 		2, 4

Date	Lesson/ Chapter	Content	Assignments & Tests Due Dates	Competency Area
Wednesday October 17	19 Chapter 13	<ul style="list-style-type: none"> Chapter 13 – Juvenile Justice (pages 415-419, pages 424-431) 		2, 3, 4 a, c
Monday October 22	20 Chapter 8	<ul style="list-style-type: none"> Chapters 7 & 13 Quiz <i>Work ethics-(9)Cooperation</i> Chapter 8 – The Courtroom Work Group & the Criminal Trial 	<ul style="list-style-type: none"> Chapters 7 & 13 Quiz Turn in Chapters 7 & 13 Homework 	2, 3, 4 a, c
Wednesday October 24	21 Chapter 8	<ul style="list-style-type: none"> Chapter 8 – The Courtroom Work Group & the Criminal Trial 		2, 4
Monday October 29	22 Chapter 8	<ul style="list-style-type: none"> <i>Work ethics-(10)Respect</i> Chapter 8 – The Courtroom Work Group & the Criminal Trial 		2, 4
Wednesday October 31	23 Chapter 8	<ul style="list-style-type: none"> Chapter 8 – The Courtroom Work Group & the Criminal Trial 		2, 4
Monday November 5	24 Chapter 9	<ul style="list-style-type: none"> Chapter 8 Quiz Chapter 9 - Sentencing 	<ul style="list-style-type: none"> Chapter 8 Quiz Turn in Chapter 8 Homework 	2, 4 a, c
Wednesday November 7	25 Chapter 9	<ul style="list-style-type: none"> Work Ethics Assessment Due Chapter 9 – Sentencing 	<ul style="list-style-type: none"> Work Ethics Assessment Due 	4 a, c
Monday November 12	26 Chapter 10	<ul style="list-style-type: none"> Chapter 10 – Probation, Parole & Community Corrections (pages 315-329) 		5 a, c
Wednesday November 14	27 Chapters 10 & 11	<ul style="list-style-type: none"> Chapter 10 – Probation, Parole & Community Corrections (pages 315-329) Chapter 11 – Prisons and Jails 		5
Monday November 19	28 Chapter 11	<ul style="list-style-type: none"> Chapters 9 & 10 Quiz Chapter 11 – Prisons and Jails 	<ul style="list-style-type: none"> Chapters 9 & 10 Quiz Turn in Chapters 9 & 10 Homework 	5 a, c
Wednesday November 21		HOLIDAY – NO CLASS (school closed)		
Monday November 26	29	<ul style="list-style-type: none"> Review for Final Test 		2, 3, 4, 5
Wednesday November 28	30	<ul style="list-style-type: none"> FINAL TEST (Chapters 7, 13, 8, 9, 10, 11) 	<ul style="list-style-type: none"> FINAL TEST 	2, 3, 4, 5 a, c
Monday December 3		<ul style="list-style-type: none"> This day is reserved to take the Final test if needed. 		

Competency Areas: (will vary for each course/taken from state standards)

1. American Criminal Justice System
2. Constitutional Limitations
3. Organization of Enforcement
4. Organization of Adjudication
5. Organization of Corrections
6. Career Opportunities and Requirements

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.